

Steps to Replace a 5-Gallon Water Bottle

1

Turn Off All Switches

Before replacing the bottle, turn off all three power switches (green, yellow, red) at the back of the dispenser.

2

Install the New Bottle

Place the new water bottle properly inside the cabinet.

3

Turn On the Yellow Switch Only (Back of Unit)

This activates the internal pump to refill the tanks with water.

4

Wait for the “Empty” Light to Stop Blinking

Allow the pump to complete the refill.

5

Turn On the Red and Green Switches (Back of Unit)

Once refilling is complete, switch on the red (hot) and green (cold) switches to resume operation.

This ensures the tanks are properly filled before activating heating and cooling functions, preventing damage and ensuring efficient performance.